CHAPTER 29

Information Management Cost Report (IMCOST)

PURPOSE:

To provide screen navigation for creating/updating the Information Management Cost (IMCOST) report, executing and viewing reconciliations, and generating/printing reports.

DUE DATE

The Information Management Cost (IMCOST) reports are to be submitted no later than the eigth working day following the end of the quater.

BACKGROUND:

The CEEMIS Information Management Cost (IMCOST) system must be open for submission, individual submissions will be closed based on acceptance of reports by the UFC.

FOA's may load the Information Management Cost (IMCOST) data files initially after logging onto CEEMIS, or CEFMS sites may execute the (S) submit option, or data may be entered directly into the database via the Create/Update form. Menu options exist for the execution of reconciliations/edits, and report generation. After viewing the reconciliation reports, if the report contains errors then user may edit the submission via the Create/Update forms. User then must execute the reconciliations/edits again. User is not considered accepted until reconciliations/edits are executed and all report data has been submitted successfully.

ACCESS PERMISSIONS:

a. User must have create/update permissions for the applicable FOA in order to create or update report data, execute or view reconciliation/edit reports, generate or view reports, and load the data file.

b. User must have generate/view permissions for the applicable FOA in order to generate or view reports if they do not have create/update permissions. This does not allow the user to create or update report data.

c. User must have view permissions for the applicable FOA/DSSN in order to view reports only that have been submitted and accepted at the UFC. This does not allow the user to create/update or generate report data.

d. District Report Level users can only perform functions for the specific FOA or District. Division Report Level users can only perform functions for the specific Division. Command Report Level users can generate reports for the entire command. UFC Command Report Level users can perform functions for the entire command.

PROCEDURES:

a. District user generates the COEMIS data file or executes the (S) submit option within CEFMS at month end.

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b. District COEMIS user can then edit the data file on their local mainframe prior to submitting to CEEMIS or can wait until after transmission is completed in CEEMIS.

c. District COEMIS user logs onto CEEMIS and selects the LOAD option under the Revolving Fund Accounting Functions Menu option. District selects to load the COEMIS data file or the CEFMS data file.

d. District CEFMS/COEMIS users then execute the reconciliations/edits and views the results. Any errors existing must be corrected and the data reloaded to the database. User performs edit functions at this time in CEEMIS under the Create/Update option in CEEMIS.

e. District generates CEEMIS reports from the reports menu option.

SECTION (A) - LOAD COEMIS DATA

SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

ENTER CHOICE

  5 - Revolving Fund Accounting Functions   Press Enter.
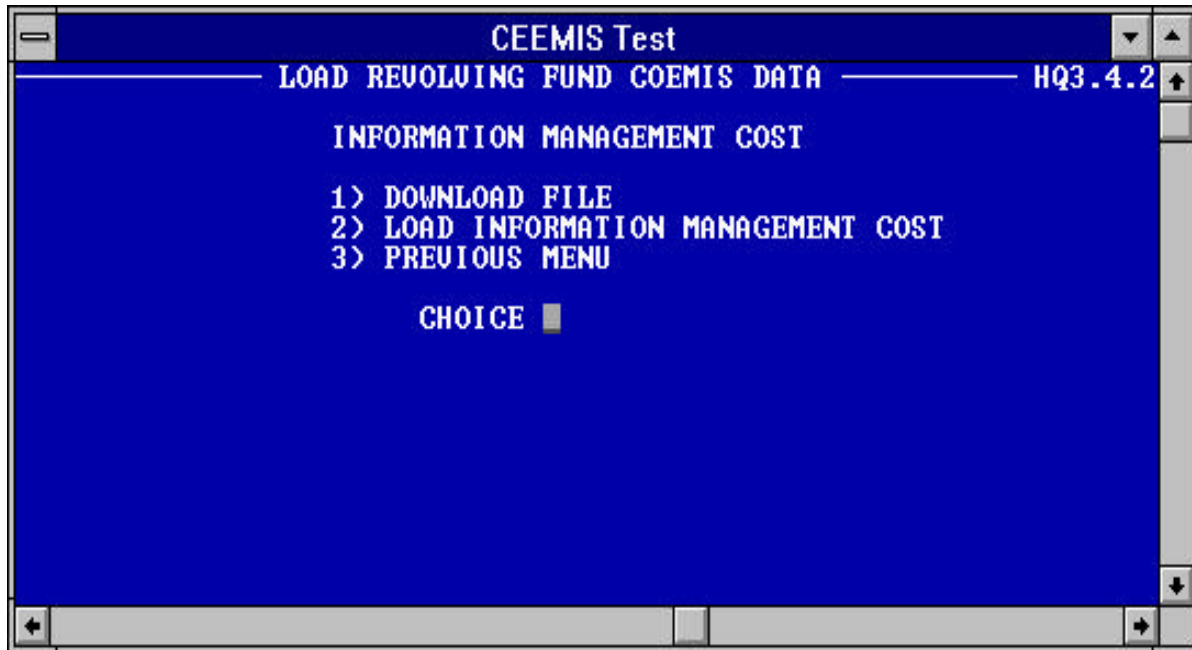
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5 - Load COEMIS Data   Press Enter.
 2 - Load Information Management Cost (IMCOST)   Press Enter.

```
┌─────────────────────── CEEMIS Test ────────────────┬─┬─┐
│─── LOAD REVOLVING FUND COEMIS DATA ─────── HQ3.4.2  │▲│▲│
│                                                     ├─┤ │
│    INFORMATION MANAGEMENT COST                      │ │ │
│                                                     │ │ │
│    1) DOWNLOAD FILE                                 │ │ │
│    2) LOAD INFORMATION MANAGEMENT COST              │ │ │
│    3) PREVIOUS MENU                                 │ │ │
│                                                     │ │ │
│       CHOICE ▌                                      │ │ │
│                                                     │ │ │
│                                                     │ │ │
│                                                     │ │ │
│                                                     │ │ │
│                                                     │ │ │
│                                                     │▼│ │
│                                                     ├─┼─┤
│◄├───────────────────┤                    ├──────►  │→│ │
└─────────────────────────────────────────────────────┴─┘
```

From this menu user selects one of the following options:

1 - DOWNLOAD DATA FILE (Press Enter)

User will be prompted for the information required to FTP to the mainframe where the Revolving Fund data file resides. It is imperative that the User know the file name, family or machine name, path to the file to retrieve, rather or not the file resides on a CYBER or UNIX machine, and the family name if different than the machine name. Once the FTP procedure has been executed the data will then be loaded automatically to the UFC database. Once the load is complete the user will press enter and return to this menu.

WARNING: PLEASE BE SURE THAT THE USER THAT WILL HAVE TO

EDIT THE DATA FILE AND EXECUTE THE RECONCILIATIONS/EDITS

IS THE USERID THAT IS LOGGED IN AT THE TIME THIS OPTION

IS USED. OTHERWISE, THE DATA WILL NOT BE IN THE RIGHT

DIRECTORY FOR THEM TO PERFORM THE NECESSARY FUNCTIONS.

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A.   Enter the name of the Revolving Fund data file to be retrieved at CPC23 (UFC database). Enter the file name in either upper or lower case depending on whether your file exists in the UNIX environment or on the CYBER.

B.   Enter the machine name where the data file resides. For example: If the file is on the CEHQ family it is CPC3.

C.   Enter the complete directory path where the file resides locally. (DO NOT INCLUDE HE FILE NAME IN THIS PATH). Be sure to enter the path either upper or lower case depending on the type of operating system you are on.

D.   Enter in uppercase the FOA code.

E.   Enter in upper case Y if COEMIS/CYBER or N if UNIX.

F.   Enter the USERID that is used to log onto the machine where the data file resides. UNIX users must enter in lowercase if going to the UNIX operating system.

G.   Enter the login password for the USERID above. UNIX users must enter in lowercase if going to the UNIX operating system.

H.   COEMIS users must enter the family name. UNIX users will not be prompted for this.

2 - Load Information Management Costs (Press Enter)

3 - Previous Menu (Press Enter)

   This option is used to exit this menu or user can press F10 to exit as well.

SECTION (B) - CREATE/UPDATE OR EDIT DATA

SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0):

ENTER CHOICE

   Selection 5 - Revolving Fund Accounting Functions. Press Enter.

   Selection 3 - Create/Update Reports. Press Enter.

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Arrow down to INFORMATION MGMT. Press Enter

User is at screen HQ3.6.1.1 - Imformation Management Cost (IMCOST) Create/Update Screen

```
┌─────────────────────────────────────────────────────────────────────┐
│ ▬                          CEEMIS Test                          ▼  ▲ │
├─────────────────────────────────────────────────────────────────── ▲─┤
│  V1.0          INFORMATION MANAGEMENT COST              HQ3.8.       │
│      FOA  C1                                                         │
│                                          ACCOUNTING PERIOD           │
│  FOA NAME  KANSAS CITY                    01-OCT-96 — 31-DEC-96      │
│  WI CODE              DESCRIPTION                    CFY AMOUNT       │
│  ┌──────┐ ┌──────────────────────────────┐ ┌──────────────────────┐ │
│  │      │ │                              │ │                      │ │
│  │      │ │                              │ │                      │ │
│  │      │ │                              │ │                      │ │
│  │      │ │                              │ │                      │ │
│  │      │ │                              │ │                      │ │
│  └──────┘ └──────────────────────────────┘ └──────────────────────┘ │
│                                          TOTAL  ┌──────────────────┐ │
│  ─ <F9> CREATE NEW RECORD ─────── <END> COMMIT ─────── <F10> ▼     │
│ ◄──                                                            ──►   │
└─────────────────────────────────────────────────────────────────────┘
```

FOA CODE   Enter your FOA code. Automatically skips to the EDIT information. Arrow down to desired record, to make changes and hit the ENTER key.

ENTER REPORT DATA AS PROMPTED   Total fields will be calculated (self-populating) for ease of data entry.

Press <END> to commit the current report report, then press <F10> to exit.

SECTION (C) - EXECUTE RECONCILIATIONS & EDIT REPORTS

SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

ENTER CHOICE   Press CTRL F1 to move to the smart code field. Enter RCONRX. {Press Enter}
        Use down arrow key to move to Plant, Property, and Equipement (ENG3017C) Stock RECON. {Press Enter}

                OR

Enter 6 {Press Enter}

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You are now at Screen HQ1.3.4 - CEEMIS Execute Reconciliation/Edit Reports Menu (Revolving Fund Reports)

Use down arrow key to move to desired recon.   {Press Enter}

You are now at screen HQ1.3.5 - Reconciliation Request Screen.

```
┌──────────────────────── CEEMIS Test ──────────────────── ▼ ▲ ┐
│  V1.0            RECONCILIATION REQUEST SCREEN         HQ1.3. ▲│
│                                                               │
│                      ┌─────────────────┐                      │
│                      │  IM COST RECON  │                      │
│                                                               │
│            1> RECONCILIATION REPORT FOR ONE FOA CODE.         │
│                                                               │
│            2> RECONCILIATION REPORT FOR ONE DIVISION.         │
│                                                               │
│            3> RECONCILIATION REPORT FOR ALL FOA CODES.        │
│                                                               │
│            4> RETURN TO MENU.                                 │
│                                                               │
│                            CHOICE   ▋                         │
│                                                               │
│                            FOA      ▋                         │
│  ─ <CTRL F1 MOVE UP / DOWN ──────────────────── <F10> E       │
│                                                             ▼ │
│  ◄                                                          ► │
└───────────────────────────────────────────────────────────────┘
```

CHOICE   Enter 1 {Press Enter}

FOA   Enter FOA CODE for the appropriate FOA being reconciled. {Press Enter}

Report will now execute and user will press enter to be returned to this HQ1.3.5.

From this screen user can press F10 to exit or enter 4.

User will be taken back to the reconciliation submenu in order to execute another FOA reconciliation. All reconciliations can be executed before viewing. Each reconciliation report is written to a separate file based on the FOA code. The particular FOA report is overwritten each time the execution is performed.

If user does not need to execute any other reconciliations, then press F10 to exit the submenu.

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NOTE: The data file generated for the reconciliation/edit report is located under the directory: /cars/ceemis/recon   in a file name in the following format: FOArcon11.lis {Replace FOA with the FOA code in uppercase}

SECTION (D) - VIEW RECONCILIATION/EDIT REPORT

SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

ENTER CHOICE   Press CTRL F1 to move to the smart code field. Enter VCONRV. {Press Enter}

You are now at Screen HQ1.3.4 - CEEMIS Execute Reconciliation/Edit Reports Menu (Revolving Fund Reports)

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Use down arrow key to move to desired recon. {Press Enter}

OR

Enter 7 {Press Enter}

You are now at Screen HQ1.3.4 - CEEMIS View Reconciliation/Edit Reports Menu (Revolving Fund Reports)

Use down arrow key to move to desired recon {Press Enter}

You are now at Screen HQ1.3.6.1 - Reconciliation View Screen

CHOICE   Enter 1. Skips to next field.

FOA   Enter FOA CODE for the appropriate FOA being viewed.   {Press Enter}.

PRINT/LIST   Enter P or L {Press Enter}.

P - Sends report to the printer identified once the report is generated.

L - Lists the report to the screen to view once generated. If the report would then need to be sent to a printer, user would enter P when returned to the screen, press enter, enter a printer site and press enter again.

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If L was selected, the report will now appear on the screen. Press Enter to view additional pages of the report or 'q' in lowercase to quit the view. At end of file marker (EOF), press enter or type 'q' to quit. Press enter to return to the view menu option screen.

To view another FOA, press SHIFT TAB to move to the FOA field. Once in the FOA field enter the next FOA Code then press enter again to view that report. Follow the same instructions as above for exiting the report.

To exit the view menu option screen, press F10 or SHIFT TAB to CHOICE field and enter 4.

SECTION (E) - TO GENERATE REPORTS

SCREEN NAVIGATION:

From the CEEMIS Main Menu (Screen HQ1.0)

ENTER CHOICE

Enter 5 {Press Enter}
Enter 8 {Press Enter}

Use down arrow key to move to Accounting Functions {Press Enter}
Use down arrow key to move to Revolving Fund Reports {Press Enter}
Use down arrow key to move to desired report {Press Enter}

OR

Enter 8 {Press Enter} Use down arrow key to move to Accounting Functions {Press Enter}

Use down arrow key to move to Revolving Fund Reports {Press Enter}

Use down arrow key to move to desired reports {Press Enter}

You are now at Screen HQ1.8.2 - CEEMIS Report Selection Screen.

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FOR PERIOD ENDING   Enter the accounting period for the report. Format must be MMYY. Skips to next field.

REPORT LEVEL   Enter DIS. Skips to next field.

FOA   Enter the FOA Code. Skips to next field.

PRINT/LIST WHEN PRODUCED   Enter P or L. {Press Enter}
P - Sends report to the printer identified once the report is generated.
L - Lists the report to the screen to view once generated. If the report would then need to be sent to a printer, user would have to regenerate from this screen or press F10 to exit this screen and select the option

PRINT/LIST/DELETE ALREADY

GENERATED REPORTS. User would select the report from this list, identify the printer, then press END to execute the print.

If L was selected, the report will now appear on the screen. Press Enter to view additional pages of the report of 'q' in lowercase to quit the view. At the end of the file marker (EOF), press enter or type 'q' to quit. Press enter to return to the view menu option screen.

COPIES   Defaults to one. If more copies are desired, user enters the number. {Press Enter}.

PRINTER   Enter the remote highspeed printer name for the report to be sent to. If user does not know for sure what that printer station is, press F4 to select it from the valid printer list. {Press Enter}.

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RETENTION DAYS Defaults to a required number of retention days. If user desires to retain the file longer or shorter, enter the number of days.{Press Enter}.

OK TO PROCEED? Enter Y. {Press Enter}

At this point a message will appear at the bottom of the screen that the report is being generated in the background. Press Enter to acknowledge the message.

Press F10 to exit.